

IX Addendum a. General Use Agency Letterhead for Correspondence Generated in Word Processing Based Applications / Use and Specifications

Use

This general purpose letterhead is designated for the Department's business correspondence generated with word processing applications when page layout functions impede rapid production. It is designed to be used by a broad spectrum of personnel specialties for on-demand printing and where the names and locations of units change frequently.

Typesetting

Users should select mainstream serif or sans serif fonts with few embellishments that are easily readable and generally available. Preferred typefaces are Times

(serif) and Helvetica (a sans serif typeface also known as Arial). Type all text flush left, rag right, with normal word and character spacing. Text should be 9 to 12 points in size.

Department identity: The preferred identity for the Department is the symbol only, centered, 1/2" (.500) wide positioned as shown on the grid. An alternate designation is to use the name spelled out in one line, centered, typed in 8 point Helvetica bold. Do not use the symbol and the name together.

Agency identity and address: Use agency symbols as desired. Position them only in the space allocated on the grid.

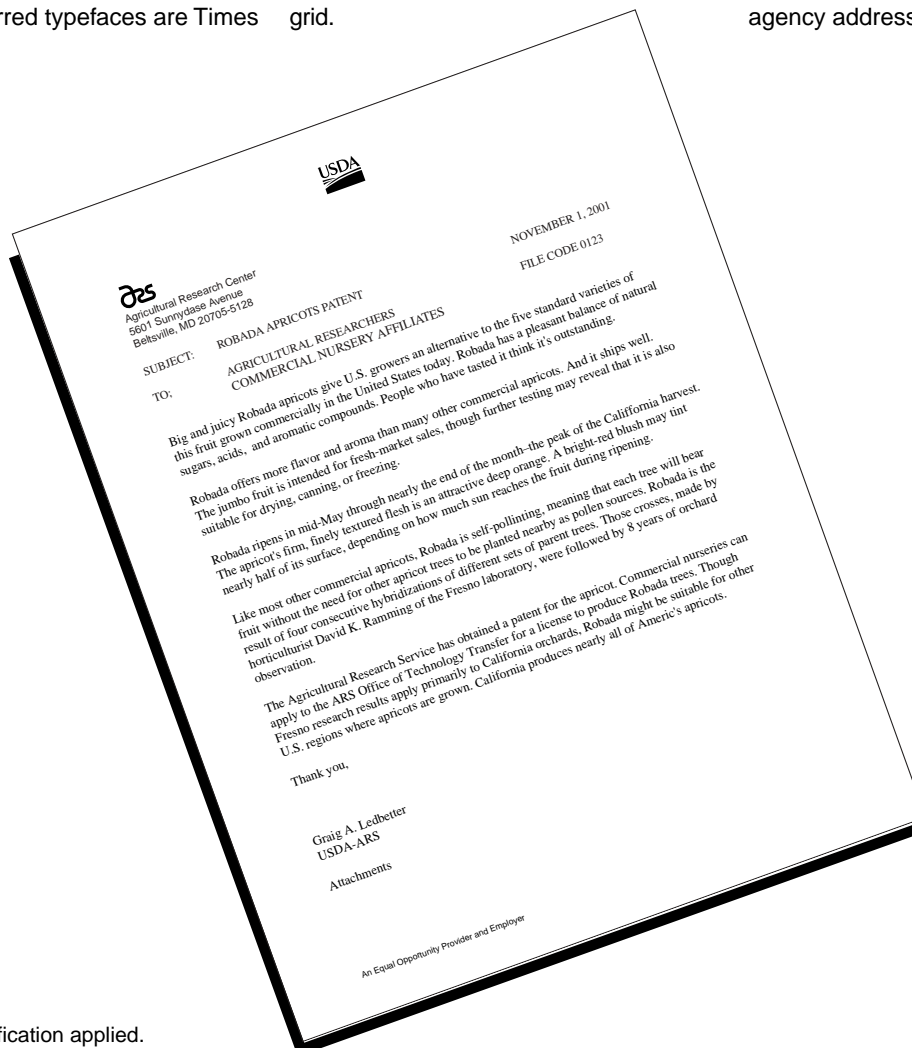
Subject and addressee: Set up the subject, addressee, date and the like, in a manner that conforms to the Department Correspondence Standards as shown. The desirable type size is 12 point.

Mission statement, slogans, partnerships, affiliations: Type in a maximum of two lines at 8 point size.

EEO statement: Type on one line at 8 point size.

Body of the Letter


Begin the body of the letter 1" (1.000) from the left edge of the page and two line spaces after the last line of the agency address.



Example of specification applied.

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Size: 8 1/2" (8.500) x 11" (11.000)

			Symbol 1/2" (.500)									
	1" (1.000)	1" (1.000)	4" (4.000)		1 1/2" (1.500)	1" (1.000)						
Department identity	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; text-align: center;">  </div>				1/2" (.500)						
Agency identity and address as applicable	<input type="checkbox"/>	<div style="border: 1px solid black; height: 50px;"></div>				3/8" (.375) 1 line space						
Subject, addressee, date, etc.	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">SUBJECT:</td> <td style="width: 33%; padding: 5px;">Text insertion point.</td> <td style="width: 33%; padding: 5px;">DATE:</td> </tr> <tr> <td style="padding: 5px;">TO:</td> <td style="padding: 5px;">Text insertion point.</td> <td style="padding: 5px;">FILE CODE:</td> </tr> </table>				SUBJECT:	Text insertion point.	DATE:	TO:	Text insertion point.	FILE CODE:	Use line spaces as required 2 line space
SUBJECT:	Text insertion point.	DATE:										
TO:	Text insertion point.	FILE CODE:										
Body of letter	<input type="checkbox"/>	<div style="border: 1px solid black; height: 300px; padding: 5px;">Text insertion point.</div>				2 line space						
Mission statement, slogan, affiliations	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px;"></div>				1 line space 2 line space						
EEO statement	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;">An Equal Opportunity Provider and Employer</div>				1 line space 1 line space						
						1/2" (.500)						